Upward Bound Summer Academy
Program Assistant - Job Description

1) Serve as a positive role model and mentor for high school rising-senior Upward Bound students, sharing the importance of education and the attitudes and skills that will enhance the students’ academic and personal success while building healthy relationships of mutual respect.

2) Act as an exemplary representative of Appalachian State University and national TRIO programs.

3) Supervise students, ensuring their physical and emotional well-being at all times, adhering to all Appalachian State University policies and procedures.

4) Understand Upward Bound Code of Conduct and Student Expectations, and reliably support, role model, and enforce all program rules/guidelines including the consistent implementation of the disciplinary policy.

5) Work together as a team, actively communicating with and supporting other staff members.

6) Assist central staff with office work, errands, and other duties as assigned.

7) Facilitate small-group discussions on topics as outlined in the Summer Staff Handbook, providing meaningful educational experiences related to character development and managing appropriate boundaries.

8) Participate actively in staff meetings and weekly supervision meetings, sharing information regarding student, staff, and programming issues.

9) Plan and supervise recreational activities for scholars.

10) Plan and teach a week-long college prep course (College Transition, College Writing, or Personal Finance) that incorporates fun and engaging learning activities. Support and materials for these courses will be provided by Upward Bound’s central staff.

11) Serve as a chaperone for College Visits trip and Washington DC trip and provide assistance with logistical details.

12) Conduct weekly site visits for 3 weeks using state vehicles to ensure scholars are actively engaged at their work-study sites. Communicate with site supervisors to receive updates on scholars’ progress and schedules.

13) Ensure program safety procedures outlined in the Summer Staff Handbook (medical, driving, etc.) are followed.

14) Monitor and communicate the schedule to scholars to ensure participate in and arrive
punctually to activities and events.